

SUBSTANCE ABUSE PROGRAM DIRECTOR II

Work in this class involves responsibility for planning, developing, promoting, coordinating, implementing, and evaluating a complex substance abuse program in an area mental health program or state institution. In the state institutions, work involves 24-hour responsibility for a medical facility which serves a large number of inpatients for medical detoxification and rehabilitation, has a high admission and discharge turnover rate, and a large staff. As a medical facility, the Director would ensure compliance with multiple state and federal rules, regulations, and accreditation standards which affects both funding and quality of services delivered. Duties also include: coordination of continuous services such as nursing, dietary, and housekeeping and maintaining liaison with the ARC and all local mental health centers for that region. In the local mental health centers, work involves directing all services identified at the Substance Abuse Program Director I level. In addition, employees may have direct 24-hour responsibility for a medical facility which offers continuous emergency care, medical detoxification and inpatient services or act as project director over large grants including responsibilities for implementing and monitoring complex contractual agreements.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees plan for the effective delivery of complex services for substance abusers and their families. They establish program priorities after consulting with community groups and superiors. They must plan a minimum of one year and more often three to five years in advance in order to successfully meet community needs and funding source changes.

Organizing and Directing - Employees direct the work activities, through subordinates, of staff located in numerous work units or different program areas. This also involves coordinating services with many other non-related work units or agencies. Employees authorize major changes in organizational structure or work reassignments.

Budgeting - Employees assess program needs for substance abuse services and develop a budget to meet these needs. Employees defend and justify budget requests verbally and in writing to superiors or funding sources. Employees direct the preparation of state and local substance abuse budgets and grant applications and must assure that all program components operate within established budgets. Employees approve major budget requisitions and expenditures and recommend budget transfers.

Training - Employees direct or coordinate with a staff development unit the assessment of and provision of training activities for all staff. Employees arrange and approve for staff training through numerous other available resources.

Setting Work Standards - Employees develop and implement substance abuse work standards, policies, and procedures and direct the adherence of staff to it. Assure program compliance with a multitude of complex federal, state and local programming standards and laws.

Reviewing Work - Employees perform ongoing weekly review of staff performance through individual supervisory sessions with subordinate supervisors and through management team meetings. Employees review major accomplishments of substance abuse programs on monthly, quarterly and annual basis and provide written narrative reports to superior and funding sources on program accomplishments and the need for revisions.

Counseling and Disciplining - Employees discuss specific performance deficiencies with staff and attempt to determine factors causing the deficiencies. Employees approve and/or initiate oral and written disciplinary actions for staff and recommend to superior the suspension or termination of staff.

Performing Other Personnel Functions - Employees screen and interview applicants for vacant positions and usually select the most suitable candidate for most position vacancies; also approve or recommend with authority merit increases for staff, transfers and promotions. They regularly receive input from subordinates on personnel related issues.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is subject to periodic changes in guidelines and shifting of program emphasis. Some changes have major impact on program services and staffing and require employee to meet increased requirements with less staff and funding resources.

Variety of Work Supervised - Employees technically supervise the clinical treatment services being provided in a broad area of responsibility.

Number of Employees Responsible For - 70 to 80, Medical Facility; 15 to 20, Non-Medical Facility.

III. EXTENT OF SUPERVISION RECEIVED: Employees serve as a member of Management Team in which major organizational and/or program changes are addressed. Employees solicit guidance from superior or governing body when considering major organizational changes, preparing budgets, and establishing program goals. Supervisor normally conducts quarterly work planning sessions with employees as well as annual performance appraisal sessions. Program services and data generated receive monthly, quarterly, and annual review by site review teams and other officials.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: May supervise staff engaged in providing 24-hour coverage in a medical facility and residential treatment facilities; staff is dispersed in numerous work locations.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the policies, procedures, and goals of substance abuse programs. Considerable knowledge of the principles, methods, and techniques of efficient administration including public relations, personnel administration, budgeting, accounting, and office management; the varied mental health services and programs throughout the region; local resources and regional facilities for the prevention and treatment of substance abuse; the Psycho-social causes and effects of substance abuse in the person, family and community. General knowledge of physiological aspects of substance abuse and referral sources for appropriate medical treatment. Ability to train and supervise a large staff and coordinate and evaluate staff counseling and education services in a comprehensive program; consult as a mental health specialist in substance abuse with professionals in the community; and develop local resources and initiate community organization and development activities relating to substance abuse.

Minimum Education and Experience - Graduation from a four-year college or university and six years of experience in clinical substance abuse counseling and/or education; or master's degree in a human services related field and five years of experience in clinical substance abuse counseling and/or education; or graduation from a four-year college or university and seven years of experience in a human service field, including at least four years in clinical substance abuse counseling and/or education; or graduation from an associate or diploma school of nursing and eight years of psychiatric nursing experience, including at least six years with substance abusers; or completion of a mental health associate program at a community college and eight years of experience including at least six years in clinical substance abuse counseling and/or education; or an equivalent combination of education and experience.